

CONFIDENTIAL

12 February 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: 18 JAN 78 By: 022

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: CIA Civilian Specialist Reserve

REFERENCES: (a) Project Review Committee Action, No. DD/S 27-58
(b) Project Outline (CIA Civilian Specialist Reserve)

1. The Director of Central Intelligence has approved the establishment of the CIA Civilian Specialist Reserve. This program is initially limited to a pilot activity of 50 reservists confined largely to the Office of Communications. Contingent upon the success of the pilot operation the program may be expanded to a maximum of 250 active reservists.

2. As a first step in carrying out this program, I would like to identify the components of the Agency which are interested in establishing, at this time, units of the CIA Civilian Specialist Reserve. The program is designed for people whom you wish to appoint and train in peacetime for emergency use. It is therefore requested that you advise me of the number of units of the CIA Civilian Specialist Reserve which you desire to establish in your various components together with the number of spaces that are contemplated for each unit. For the duration of the pilot phase of the program, it is suggested that each request for the establishment of a unit of the Reserve have the endorsement of your office.

3. It would be most helpful if you desire to participate to indicate the types and grades of personnel and the training contemplated as discussed in the personnel annex of the project outline (see Tab 3) so that I may have the maximum information available in approving the establishment of a unit and the number of spaces that might be allocated to it.

4. Chief of the Mobilization Staff, Office of Personnel, extension 8128, is assigned to assist your representative in responding to this request, if you desire such assistance.

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5. In addition to the Specialist Reserve this office is undertaking the screening of applicant and former employee files to establish and maintain a much larger list of persons qualified and interested in Agency service during periods of expansion or emergency. Persons on this roster will be contacted periodically to keep their records up to date and to determine their continued interest. Appointment and training actions on these people will not be undertaken and they would not be included in the CIA Civilian Specialist Reserve.

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Gordon M. Stewart
Director of Personnel

Attachments

Para. 4, Project Review Committee Action No. DD/S 27-58
Project Outline (CIA Civilian Specialist Reserve)

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INFORMATION ON THE CIA CIVILIAN SPECIALIST RESERVE PROGRAM

1. BACKGROUND

- a. The activation of a Central Intelligence Agency Civilian Specialist Reserve Program has been approved on a pilot study basis. The program during the period of the pilot study is limited to fifty civilian reservists confined largely to the Office of Communications. The Office of Personnel has been designated as the office responsible for the administration of this program. The program will be expanded to 250 reservists if experience gained in the pilot study warrants.
- b. The Civilian Specialist Reserve Program will provide the Agency with a readily available pool of trained civilian specialists whose skills will be required immediately in the event of a war or general emergency. This reserve will be comparable in many respects to the Organized Reserve Corps of the Armed Services. Selected reservists will report during the first year for a three-day period for medical, security, and personnel processing, and for a two-week assignment. Thereafter they will report annually for a two-week assignment. The initial period and the work assignment periods will be with pay.

2. BASIC REQUIREMENTS FOR APPOINTMENT

- a. U. S. Citizenship.
- b. Not presently employed in any manner by the Federal Government.
- c. Not a member of any of the Reserve Corps of the Armed Services.
- d. Available for training periods of 15 days annually.
- e. Available for full-time employment with the Agency in the event of national emergency.
- f. Meet qualification requirements for the position and grade to which appointed.

3. COMPENSATION AND BENEFITS

- a. Reimbursement will be made at the rate of the GS grade commensurate with the appointee's qualifications for the position in which he will be utilized.
- b. Travel expenses including per diem will be paid, in accordance with Agency regulations generally applicable to personnel in staff status, during the course of travel away from the reservist's city of residence or usual place of work.

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- c. Reservists while participating in training are accorded the same provisions as staff employees for death, dismemberment, or disability under the Federal Employees Compensation Act.
 - d. Reservists are not entitled to leave, Civil Service Retirement, or Government insurance while participating in the reserve program.
 - e. Payments made by the Government for periods of training subject the reservist to limitations imposed by Federal legislation respecting political activities, conflict of interest, and liability for U. S. Federal Income Tax.
 - f. At the discretion of the Agency, a reservist when called to full-time duty may be converted to full staff status carrying all of concomitant rights, benefits, privileges, and obligations of any person serving as a full-time employee of the Government under such terms of appointment as are specified by the Agency for the emergency period.
 - g. A civilian reservist may be terminated at any time by the Agency. Notice of termination will be given the reservist in writing by the Director of Personnel.
4. GENERAL
- a. Spaces will be assigned by the Director of Personnel and allocated by number, type, and grade to operating components of the Agency which have requested establishment of a Civilian Specialist Reserve unit. The approval of the Project confined the Reserve during the pilot stage largely to the Office of Communications.
 - b. Operating components should request the recruitment of civilian reservists by name or through recruitment requests specifying qualification requirements.
 - c. The Director of Personnel recruits, appoints, and assigns civilian specialist reservists. They are appointed for an indefinite period.
 - d. Cover is not a requisite, although there may be some instances in which normal employment of the reservist can be exploited for cover possibilities.
 - e. Civilian reservists are knowledgeable of their connection with CIA, and, in all likelihood, many of their friends and business associates might become witting of this connection.
 - f. Reservists will be informed of their reporting place in the event of national emergency and disruption of facilities.
 - g. Civilian reservists will agree in writing to the conditions of their employment.
5. CONTACT WITH PROSPECTIVE RESERVIST AND HIS EMPLOYER

The Personnel Procurement Division of the Office of Personnel will contact prospective reservists for recruitment purposes. The Contacts Division of the Office of Operations will normally negotiate with the individual's employer.

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Paragraph 4; PRC Action No. DD/S-27-58:

4. ACTION

a. The Committee reviewed subject proposal in depth in the meeting of 1 August 1957.

b. It is the position of the Committee that:

- (1) The Agency should initiate a limited Civilian Specialist Reserve Program as a pilot activity, confined largely to the Office of Communications.
- (2) Contingent upon the success of the initial phase, the ultimate magnitude may amount to a program of 250 active reservists and an annual direct cost approximating \$158,700, subject to the availability of funds from within the regularly approved Operating Budget of the Office of Personnel.
- (3) No reservists are to be placed on active duty under this program in a manner that will raise security problems.
- (4) The DD/P concurrence is subject to the provision that no transient, on-the-job training is to be conducted within the DD/P as a whole, as a part of this program.

APPROVED by the Director of Central Intelligence, 26 January 1958.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM: Executive Assistant to the DD/S
123 East Building

NO.

DD/S 58-659

DATE

25 February 1958

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Training

2/26

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NWA

Forwarded for your information is a set of papers concerning the subject, "CIA Civilian Specialist Reserve." This subject will be discussed at the 5 March 1958 Staff Meeting. At that time a representative from the Office of Personnel will give a brief presentation and will be prepared to answer questions concerning this program.

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